



On Sunday April 2nd, the State will transition from three time zones to two. The map to the right reflects the change that will take effect.

Some one-time changes are required to ensure your computer operates correctly. We have investigated ways to make this change automatically; however, no such reliable change exists. Thus, manual changes by you are required. If you do not make these changes, bad things could occur, such as the meetings scheduled on your computer calendar could move to an hour later than intended.

Please follow the step-by-step directions below.

If you have any questions, please contact the IOT Help Desk at (317) 234-HELP, or (800) 382-1095, and hit 3.



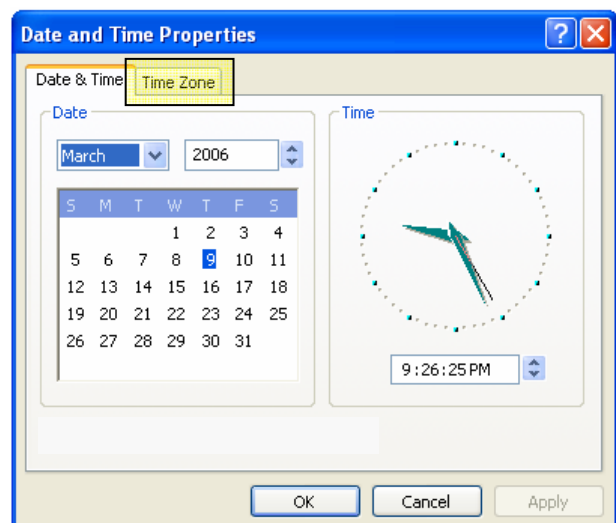
- 1. Double click on the clock in the lower-right of your computer screen:**



- ## 2. Review the Current Time Zone Setting:

If you are located in one of the counties shaded black above, **STOP**. The steps below apply only to the change to Eastern Daylight Time.

If you are located in one of the counties shaded white above, click the **Time Zone** tab and go to Step 3.

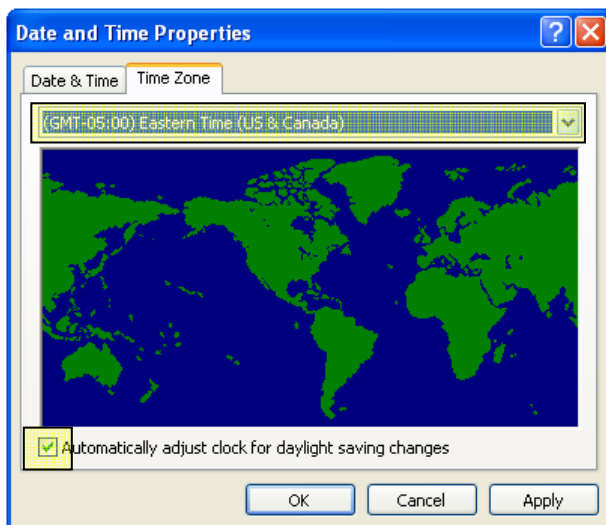


3. Change the Current Time Zone Setting:

If “(GMT-05:00) Eastern Time (US & Canada)” is the selected time zone and the check box (pictured below) is checked, your computer is already set to Daylight Saving Time. Go directly to Step 6 below.

If “(GMT-05:00) Eastern Time (US & Canada)” is not the selected time zone or the check box (pictured below) is not checked, select “(GMT-05:00) Eastern Time (US & Canada)” and check the checkbox for daylight saving changes.

Then go to Step 4 and then Step 5.



4. Click OK

5. Open Outlook and Reschedule Meetings Occurring After April 2nd

Unfortunately, the time zone change requires all meetings after April 2nd to be rescheduled. *Failure to change the times of meetings will result in meetings moving an hour later than intended.* **Note:**

- To avoid confusion, include the intended time of the meeting in the Subject Field so that every recipient knows the intended time.
- If your agency has set up automated scheduling of conference rooms, we recommend that you remove all meetings after April 2nd so that those rooms can be easily rescheduled.
- Meetings scheduled by someone else need to be rescheduled by the person who scheduled the meeting.
- Outlook Users: For more specific information on how to move calendar items, refer to: <http://kb.iu.edu/data/atnw.html>.

6. Change the Time Zone on Other Technology

- Blackberries and other PDAs, Office Clocks, etc.

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